

State Tax Commission Application for Michigan Certified Assessing Officer (MCAO) Online/Lecture Hybrid Program

This form is issued under the authority of the General Property Tax Act, PA 206 of 1893. Filing is mandatory.

Indicate which program you wish to register for:

☐ Cadillac

The MCAO online/lecture hybrid program covers seven learning modules. Students must participate in online assignments, attend nine mandatory classroom instruction sessions held on Saturdays from 8 a.m. to 5 p.m. and pass the comprehensive examination. Program instruction will focus on providing the student with the necessary knowledge to successfully achieve MCAO certification. In order to sit for the exam, student participation, completion of online work and attendance at all classroom sessions is mandatory.

MCAO certification is achieved by passing a comprehensive exam given in two parts covering six modules. (Module 7 is not tested.) The exam is offered online at a designated time.

The State Tax Commission MCAO Program will be offered at a cost of \$1,000. **Do NOT submit payment for the program with the application.** Applications must be submitted by mail, **be received (not postmarked)** by the State Tax Commission no later than March 25, 2022, and must include a **\$50 non-refundable application fee**. Program course fees are subject to the STC refund policy.

Instructions: This form must be completed in its entirety. Incomplete applications and applications received after the deadline will be returned unprocessed. Applicants will receive written notification of acceptance into the program approximately one week after the deadline. **Applicants may include a written explanation of the reasons for applying to the program, resume and/or letter(s) of recommendation.** Please allow up to 14 days for payments to clear banking and to be received by the STC.

Submit the completed application along with the \$50 non-refunding application fee (check made out to the State of Michigan) to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing MI 48909

PART 1: APPLICANT INFORMATION (MUST PRINT LEGIBLY)

Name (First, Middle Initial, Last)

Street Address

Daytime Telephone Number

City

State

ZIP Code

E-mail Address

Current Place of Employment

Job Title

MCAT Certificate Number (if applicable)

PART 2: CERTIFICATION

The following certification statements must be completed in order for your application to be considered complete.

Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged?

☐ No

☐ Yes (If yes, attach an explanation.)

Mandatory Orientation Session: April 16, 2022; MCAO May 2022 Classroom Session Dates: May 14, 2022; June 4, 2022; June 24, 2022; July 16, 2022; August 6, 2022; August 27, 2022; September 17, 2022; October 8, 2022; October 15, 2022.

Online Exam Dates: August 8, 2022 and October 17, 2022.

Online Exam Retake: November 14, 2022.

I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief and that I acknowledge and understand I must fully participate in the program requirements including attending all classroom session, exam dates listed above and that I have no conflict with any of the required dates listed above.

Signature

Date